Arab Republic of Egypt  
Ministry of Local Development  
Local Administration Reform Unit (LARU)  
Technical Support to MoLD in Support to Local Development Project 00036732

<table>
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<th>Terms of Reference</th>
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<tr>
<td><strong>JOB TITLE:</strong> Consultant for Gender Integration into Governance Assessments</td>
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<td><strong>JOB CODE:</strong> GIGA/2014/01</td>
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<td><strong>START DATE:</strong> 23/11/2014</td>
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<td><strong>CONTRACT TYPE:</strong> Short Term Consultancy</td>
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<td><strong>REPORTING:</strong> LDO Deputy Director</td>
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**BACKGROUND:**

In November 2007, the Government of Egypt chose the Ministry of Local Development (MoLD) as the responsible entity for implementing decentralization at the national level. The Ministry was assigned to develop and coordinate a complete strategy for implementing decentralization on short and long terms, aiming to advance political participation at the local level in addition to reinforcing social and economic development impacts at local communities. The Local Administration Reform Unit (LARU) was established to enable MoLD to fulfill its objectives in this context.

LARU is mandated with developing the local administration system in Egypt and exploring options for its reform with the objective of enhancing its performance and responsiveness to the needs of the local population. LARU is, therefore, working in the following fields:

1. Legislative and policy reforms related to the local administration and local development system, including the local administration law and related laws and formulating a national decentralization strategy;

2. Institutional reforms of MoLD and local administration, with a focus on institutionalizing functions acquired as a result of the decentralization and reform processes;

3. Systems development of local administration, including information systems, the monitoring and evaluation system; the system of capacity development and qualification of local administration personnel, and the system of assessing local performance and the progress of reform at the local level;
4. Promotion of local economic development as a main function of local administration besides local service delivery, through efforts at the national and local levels.

LARU comprises of the following units:

1. Finance & Administration
2. Information Systems
3. Monitoring and Evaluation
4. Local Development Observatory
5. Capacity Development
6. Local Economic Development
And
7. LARU Fayoum Office
8. LARU Ismailia Office
9. LARU Sohag Office

As part of this effort, the Local Development Observatory (LDO) was established to contribute to the ultimate objective of the Ministry of Local Development in terms of promoting good local governance as a means to improving the quality of life of citizens and the welfare of communities through their attainment of improved local development and services. The LDO works towards that end by promoting the importance of assessing local development and governance and enabling decision makers at the central and local levels to conduct methodical periodic assessments. The LDO ensures the quality of such assessments and publishes the results with a view that they are used as accountability measures to enhance local development policies and decisions. In post-revolutionary Egypt, the LDO endeavours to add value to the importance of citizen satisfaction, effective service delivery and responsive local government. It contributes to creating awareness and demand for decentralization and democratisation processes in Egypt. Evidence-based local governance assessment can be used as a means to improve performance and combat corruption in local government.

**BACKGROUND TO THE SCOPE OF WORK OF THE CONSULTANCY**

In cooperation with the Social Contract Center of the Egyptian Cabinet’s Information and Decision Support Center, the LDO conducted a local governance assessment for six services provided to people by the local administration namely; education, health, water and sanitation, roads and transportation, street lighting, and environmental improvement. This included
developing a framework for the assessment, designing indicators and survey tools and conducting a pilot implementation of the assessment in Fayoum governorate, as follows:

1. A household survey of citizen satisfaction about these six service sectors.
2. Key informants’ interviews and focus group discussions with relevant persons and institutions at the local government, civil society and private sectors.
3. Local workshops for discussing the results of surveys and analysis of reasons and influencing factors.

The design of the assessment process has taken into account the gender aspect, for example, by ensuring representation of women in consultation workshops, ensuring that survey data are sex segregated, and so forth. The processes and products of the assessment were also reviewed from a gender perspective, and in light of this assessment; a workshop was held to verify the results and recommendations for gender mainstreaming in local governance assessments. Based on the results and the recommendations of the workshop and the gender mainstreaming study, a number of knowledge gaps were identified, which are critical for the consideration of gender in local governance and local governance assessments in Egypt.

Based on the results of the local governance assessment in Fayoum, two other reports were generated. The first report proposed recommendations for integrating gender in the methodology of local governance assessment including household survey form, the training manual for field surveyors, the key informants interview forms and analysis workshops. It also included a summary of the outcomes of the women focus group discussion held in Fayoum. The second report focused on applying the results of the assessment to propose institutional and policy reforms in the local roads and transport sector. More specifically, the report included a functional analysis of the main providers of the local roads and transport services, an institutional analysis and mandates of the different departments and organizations operating in the sector, and a policy and regulatory context analysis making recommendations of policy and regulatory reforms that would improve the output of this sector.

**SCOPE OF WORK:**

The aim of this consultancy is to fill a number of knowledge gaps that would allow the integration of gender in sectoral and local governance assessments in Egypt. This entails the following levels of effort of the consultant:

1. Investigating, from a gender perspective, the institutional setting (structures and functions) for service delivery in the local roads sector as a model for the other five
sectors. This includes a description of involved stakeholders including women-focused organizations.

2. Develop a gender checklist or factsheet for the governance assessment in local service provision taking into consideration the variations among the six sectors covered by the governance assessment pilot in Fayoum governorate.

3. Conduct a literature review of government efforts for gender integration in governance.

DELIVERABLES

1. Literature review of policies, strategies and programs designed and implemented by governmental and non-governmental institutions on gender inclusion in governance framework, including a review of gender budgeting on the national and local level.

2. Institutional assessment for the local roads sectors with a focus on integrating gender in local governance.

3. Checklist for gender integration in the governance assessment of the six sectors at the local level. This requires checking first the implementation of the dimensions of good governance in basic service delivery within these sectors.

4. Review the report of the study of Gender Mainstreaming in Local Governance Assessment and include the other deliverables of this assignment into the report.

REQUIREMENTS

This assignment is envisaged to require a Consultant with the following qualifications

- Proven record of experience (not less than 5 years) in gender research and policy analysis, particularly gender mainstreaming policies and implication for practice.

- Knowledge of recent global trends in gender analysis as well as national efforts and directions in gender mainstreaming is required.

- Knowledge of the field of governance and local governance and the public and local administration system in Egypt.

- A relevant higher education degree to the scope of the assignment.

- Excellent conceptualization and report writing skills.

- Full command of English and Arabic languages.
**CONTRACT AND PAYMENT TERMS**

Payments are released upon the approval of the technical deliverables.

**TIME FRAME AND LEVEL OF EFFORT:**

The activities of this assignment are to be implemented starting 23 November 2014 and should end by 31 December 2014. Each applicant proposes his/her daily rate and the number of days needed to fulfill the assignment, and this proposal will be taken into consideration in the evaluation of offers.

**GENERAL CONDITIONS**

- The selected consultant should select the most suitable and efficient mean to carry out the required activities in the minimum time.
- The execution of the specified activities is the sole responsibility of the selected consultant. Therefore, it should only be implemented by the selected consultant, and should not by any means be delegated to any other person other than him/her.
- The selected consultant shall seek the prior approval of MoLD on the formats and contents of any forms, questionnaires, presentations, and/or publications they may use in relation to this assignment.

**GENERAL REMARKS:**

- All interested candidates should send their CVs, technical and financial offers in a manner clearly defining their competencies and experience with current contacts attached for references who can verify and assess the candidate’s skills.
- Please include the Job Code (GIGA/2014/01) in the email subject or your email will be screened out.
- Only short listed selected candidates for the interviews will be contacted.

All CVs should be sent to the following email address: larurecruit@gmail.com not later than **15.11.2014** in order to be considered.